

**CITY OF LYNNWOOD**  
**CIVIL SERVICE COMMISSION**  
MEETING MINUTES • CITY HALL, CONFERENCE ROOM 4

1 **10. Call to Order:** Meeting was called to order at 5:38pm on September 3, 2014 by  
2 Chair Kimura.

3  
4 **20. Roll Call:**

5 Commissioner Chair Doug Kimura  
6 Commissioner Vice Chair Gary Liming  
7 Commissioner Ed dos Remedios  
8 Acting Secretary/Examiner Greg Roberts  
9 Staff Member Commander Chuck Steichen  
10 Staff Member Acting Fire Chief Tod Gates  
11 Staff Member Lori Charles  
12

13 **30. Approval of Minutes:** Commissioner Liming moved to approve the meeting  
14 minutes of July 8, 2013. Commissioner Kimura seconded the motion. Motion  
15 passed.  
16

17 **40. Public Comments:** No public comments. It was noted that the door to City Hall  
18 was locked and that in the future, arrangements needed to be made to have the  
19 door unlocked for this public meeting.  
20

21 **50. Staff Update:**

22 **50.1 Fire Chief Start Date Sept. 29:** Acting Secretary/Examiner Roberts advised  
23 the Commission that the new Fire Chief, Scott Cockrum, will be starting on  
24 September 29, 2014. Acting Fire Chief Gates advised that he will introduce Chief  
25 Cockrum at the next Civil Service Commission meeting. There was a discussion  
26 about Chief Cockrum's background and experience with the Commission and the  
27 Commission was advised that they will be invited to the upcoming pinning  
28 ceremony for the new Fire Chief.  
29

30 **60. New Business:**

31 **60.1 Vice Chair Nomination and Election:** Commissioner Dos Remedios  
32 nominated Commissioner Liming for the position of Vice Chair of the Civil Service  
33 Commission. Commissioner Liming nominated Commissioner Dos Remedios for  
34 the position of Vice Chair. Commissioner Kimura seconded the nomination of  
35 Commissioner Liming and by majority vote Commissioner Dos Remedios was  
36 elected Vice Chair of the Civil Service Commission.  
37

38 **60.2 2014 Meeting schedules and agendas:** Acting Secretary/Examiner Roberts  
39 and the Commission discussed the upcoming meeting schedule including 2015  
40 elections of Commission Chair and Vice Chair. Acting Secretary/Examiner  
41 Roberts stated that as we plan out the next year, we can look at agendas and give  
42 more advanced notice for cancelled meetings. The Commissioners agreed that  
43 the Commission will not skip meeting more than one month and agreed that they  
44 would continue to meet the first Wednesday of each month. Commissioner Liming  
45 acknowledged and the other Commissioners agreed that if the Police and/or Fire

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1 departments needed to change the date, the Commission would keep that option  
2 open as long as it can fit in their schedules.

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4 **60.3 Entry Level Firefighter Oral Boards, Sept. 16 – 18:** Acting  
5 Secretary/Examiner Greg Roberts advised the Commission that Entry Firefighter  
6 Oral Boards are scheduled in September. There was a discussion with Acting Fire  
7 Chief Tod Gates about the testing process for the Fire Department.

8  
9 **60.4 Briefing on Entry Police Eligibility List:** Commander Steichen advised the  
10 Commission that the current Entry Police Eligibility List needs to be updated as  
11 there are no viable candidates remaining on the current list. Commander Steichen  
12 stated that the Police Department has several vacancies and will fill some but not  
13 all of them.

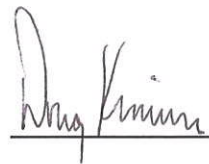
14  
15 **60.5 Budget Process:** Acting Secretary/Examiner Greg Roberts discussed with  
16 the Commission the status of the City budget and the some of the challenges that  
17 the City Council will face. Acting Secretary/Examiner Greg Roberts advised that  
18 he does not anticipate the civil service budget being affected.

19  
20 **70. Old Business:** None discussed.

21  
22 **80. Comments for the Good of the Order:** Acting Fire Chief Tod Gates expressed  
23 his appreciation to the Commission for working with him and for the way the  
24 Commission approaches things. He also thanked them for taking care of the  
25 citizens of Lynnwood.

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27 **100. Adjournment:** Meeting adjourned at 6:21 pm.

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30 Approved:

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36 Commission Chair/Vice Chair

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Commission Secretary/Examiner